

RESUME SAMPLE

Name

Address

City, State, Zip

Home Telephone/e-mail address

Education

- State an objective for your NIST internship

Objective

- Name of Your High School
- Current grade
- GPA
- List courses you have taken or are taking that pertain to your internship

Work Experience

- List any previous jobs in order by date (most current one first) along with the name and address of your employer and your duties

Example

- June 2002-September 2002
John's Landscaping
123 Main Street
Washington, DC
Developed a customer database, in Microsoft Access, that could be used to record service provided to the company's customers.
- September 2001-June 2002
Jones, Jones, and Jones
1111 Rockville Pike, Rockville, MD
Part-time after school, answered telephones, helped to sort mail and do filing.

Volunteer Experience

- List any previous volunteer experience in order by date (most current one first) along with what you did as a volunteer.

Example

- March 2002-April 2002
Gaithersburg Food Bank – helped to sort and bag groceries for distribution to needy families.

Activities/Skills/ Hobbies

- List clubs or sports in which you are involved; list computer skills, computer programs you are able to use, foreign languages, etc.; and list hobbies. **(Be Specific)**

Awards / Honors

- Please list honors or awards you received for school or volunteer work.

Please be as specific as possible when providing information.

You may type your information into this document or use it as a guide for preparing your own resume. If you use this document, please insert your information in place of the text in the document.